

Managing Program Enrollments

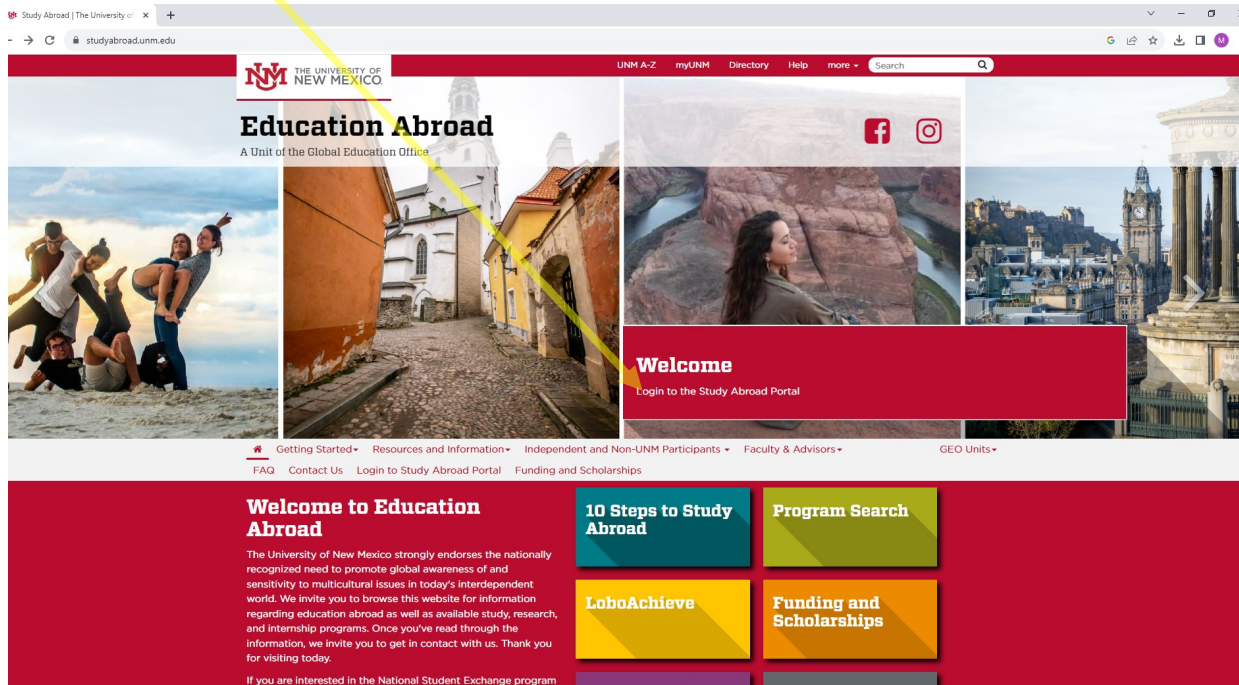
To check Student Materials:

1. Go to the EA home page studyabroad.unm.edu



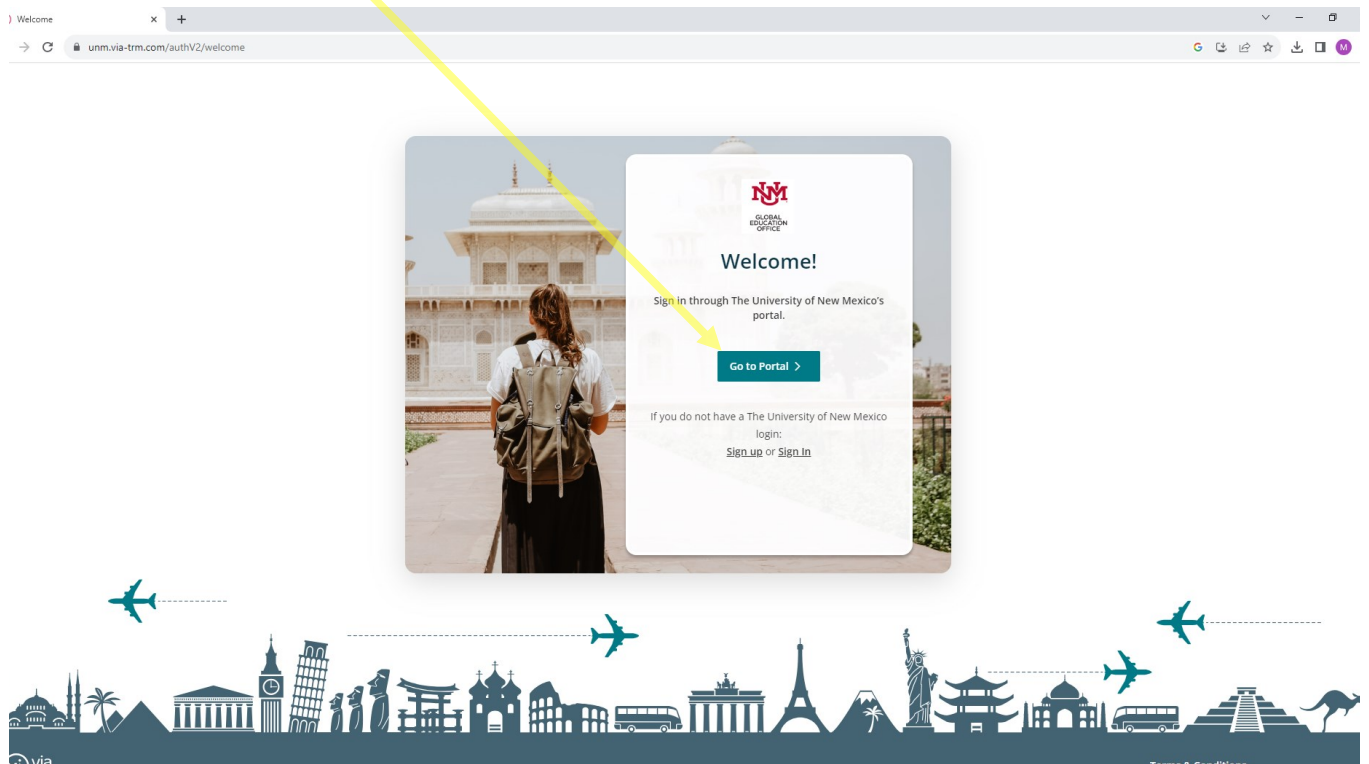
The screenshot shows the homepage of the University of New Mexico's Education Abroad program. The header includes the UNM logo, navigation links (UNM A-Z, myUNM, Directory, Help, more), and a search bar. The main heading is "Education Abroad" with the subtitle "A Unit of the Global Education Office". Below this is a large banner image of a snowy mountain slope with a red "Welcome" box containing the text "Login to the Study Abroad Portal". A navigation menu lists: Getting Started, Resources and Information, Independent and Non-UNM Participants, Faculty & Advisors, and GEO Units. The main content area features a "Welcome to Education Abroad" section with a paragraph about the university's commitment to global awareness, followed by four colored buttons: "10 Steps to Study Abroad", "Program Search", "LoboAchieve", and "Funding and Scholarships".

2. Click the "Login" button.

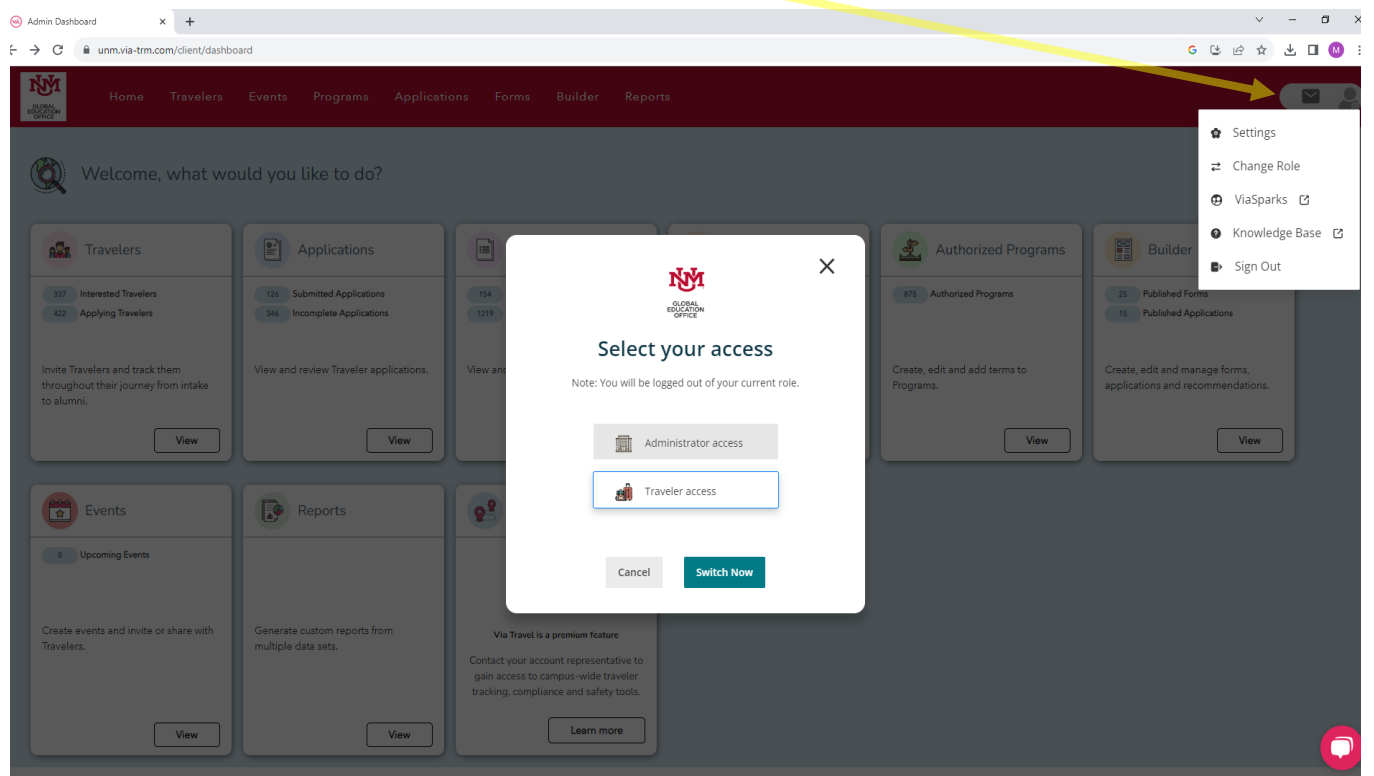


This screenshot is identical to the one above, but with a yellow arrow pointing from the text "2. Click the 'Login' button." to the "Login to the Study Abroad Portal" button in the red banner. The banner also features social media icons for Facebook and Instagram. The navigation menu and main content area are the same as in the previous screenshot.

3. Login with your UNM NetID and password.

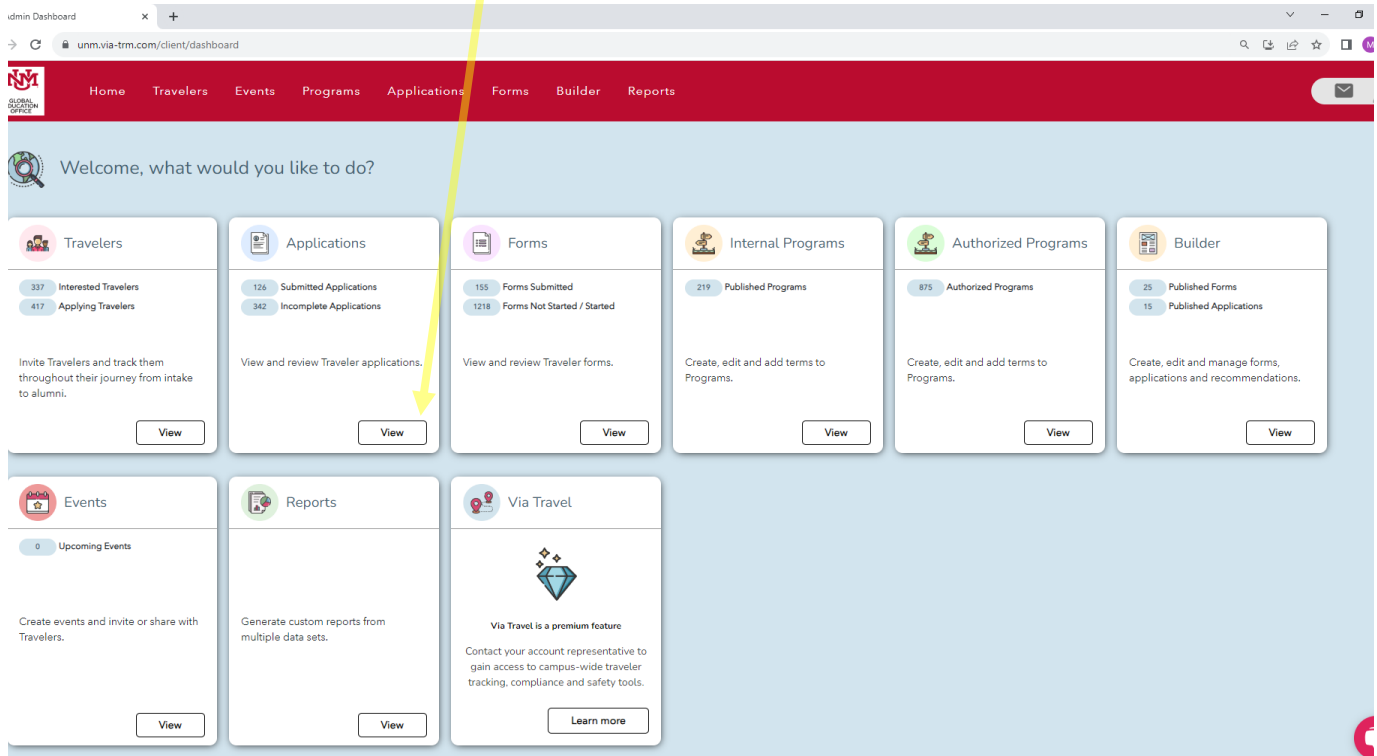


4. Once you login, a home page will appear. Be sure you are on the Administrative home page. If not, click on the white icon at the top right of the page, then select the 'person' icon. Here, choose 'Administrative.' Please note that the selected option is highlighted in a light grey.

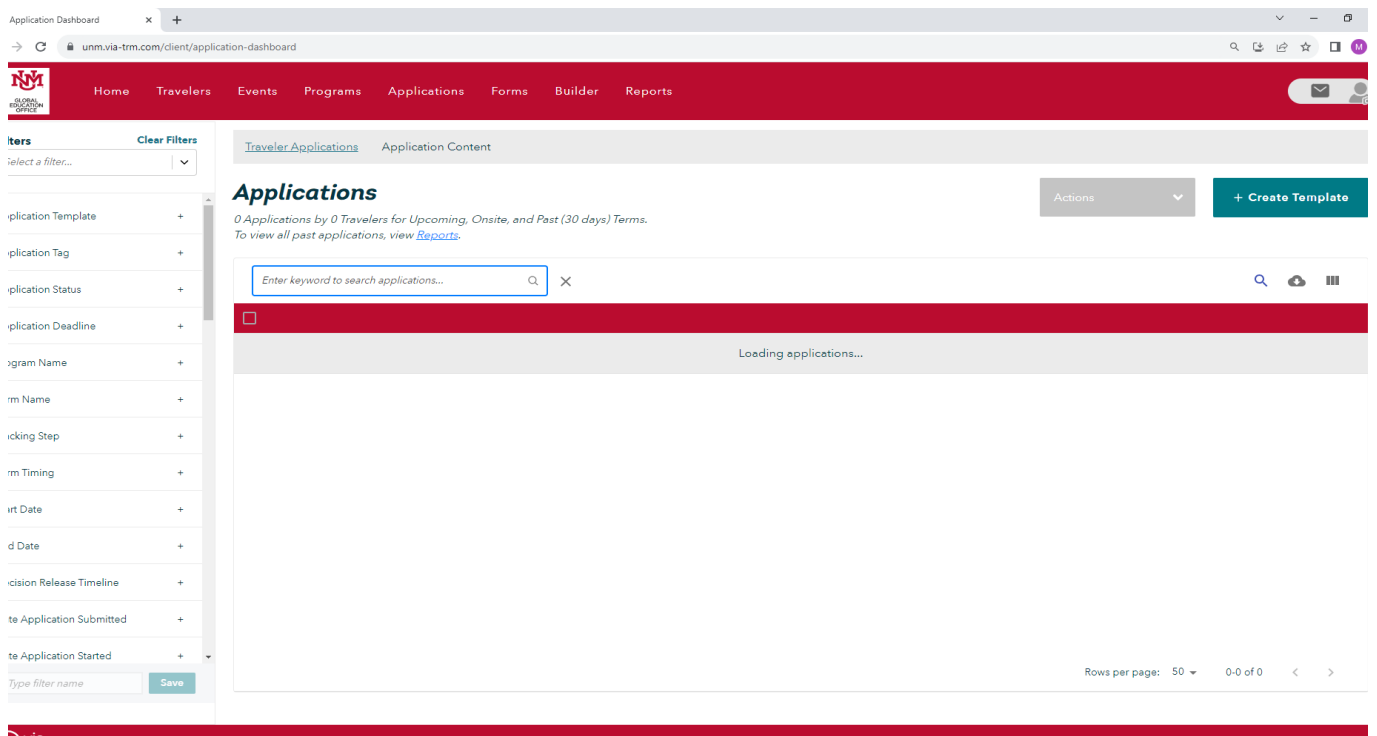


5. On the home page, you'll find several options for reviewing applicants for your program. The simplest method is to click on 'View' within the Applications square. This action will prompt a search function to appear, allowing you to filter applications by Travelers for upcoming, onsite, and past terms.

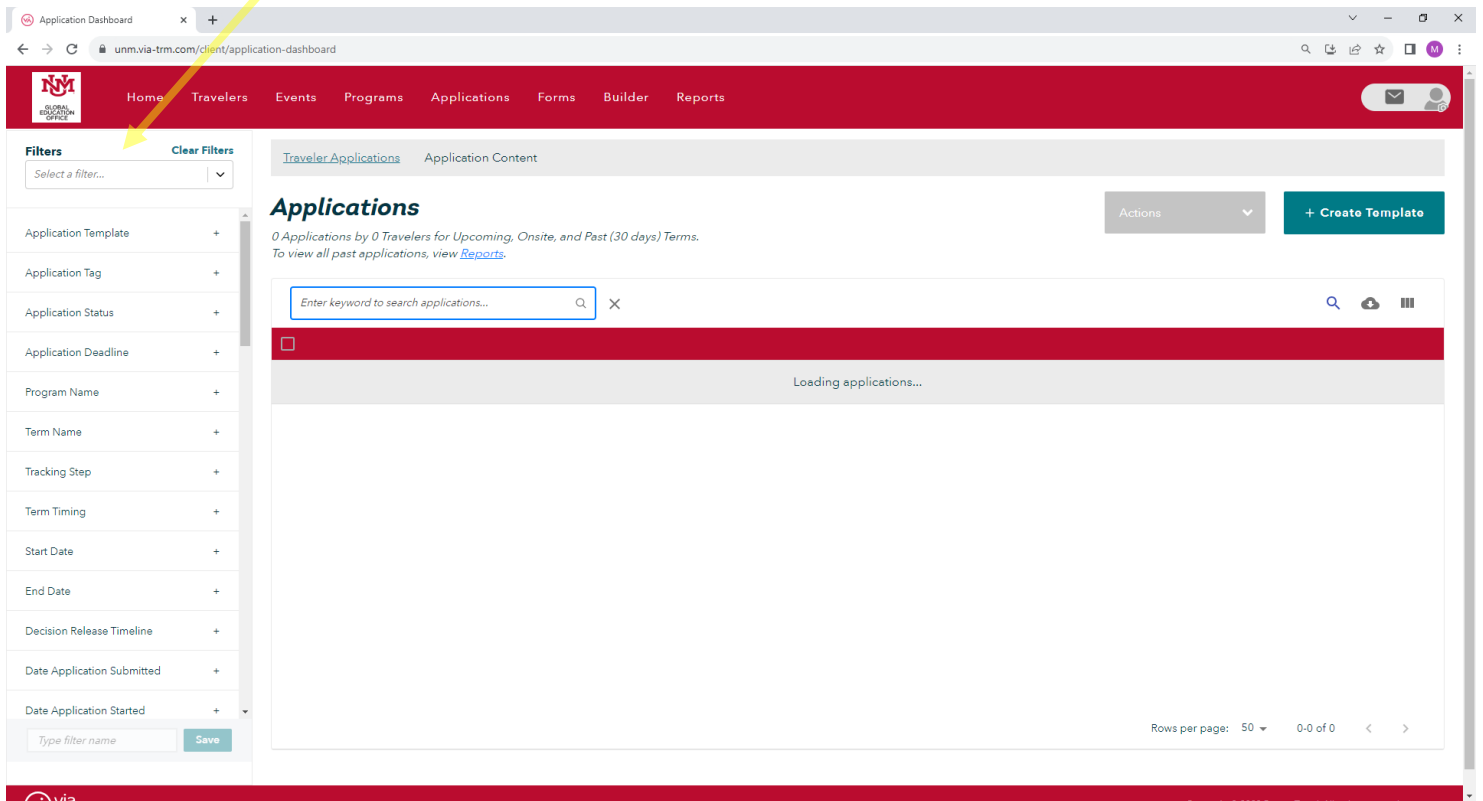
You can search by student name, email or by the name of your program.



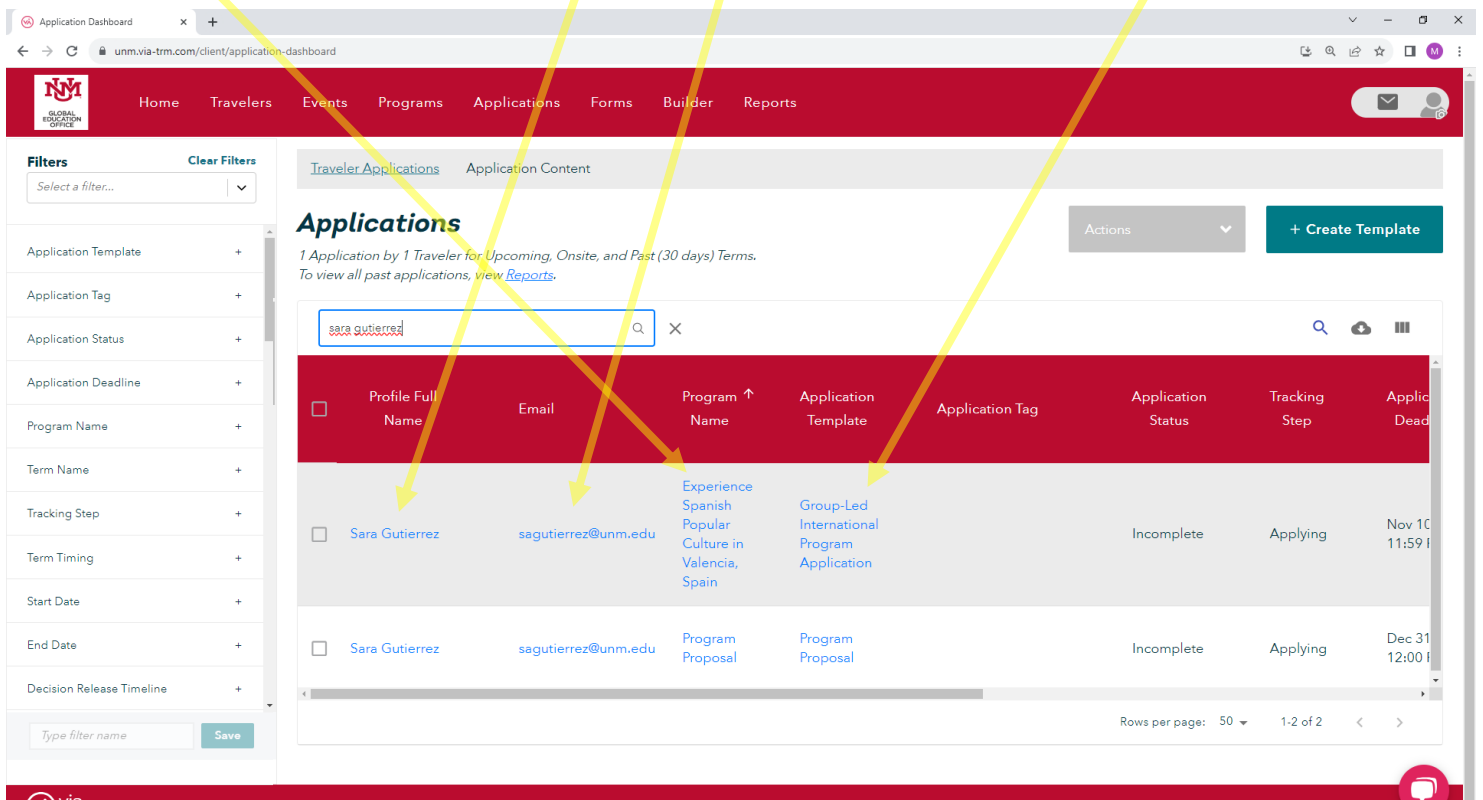
6. This action leads to the page where you can search for students. It should look like this:



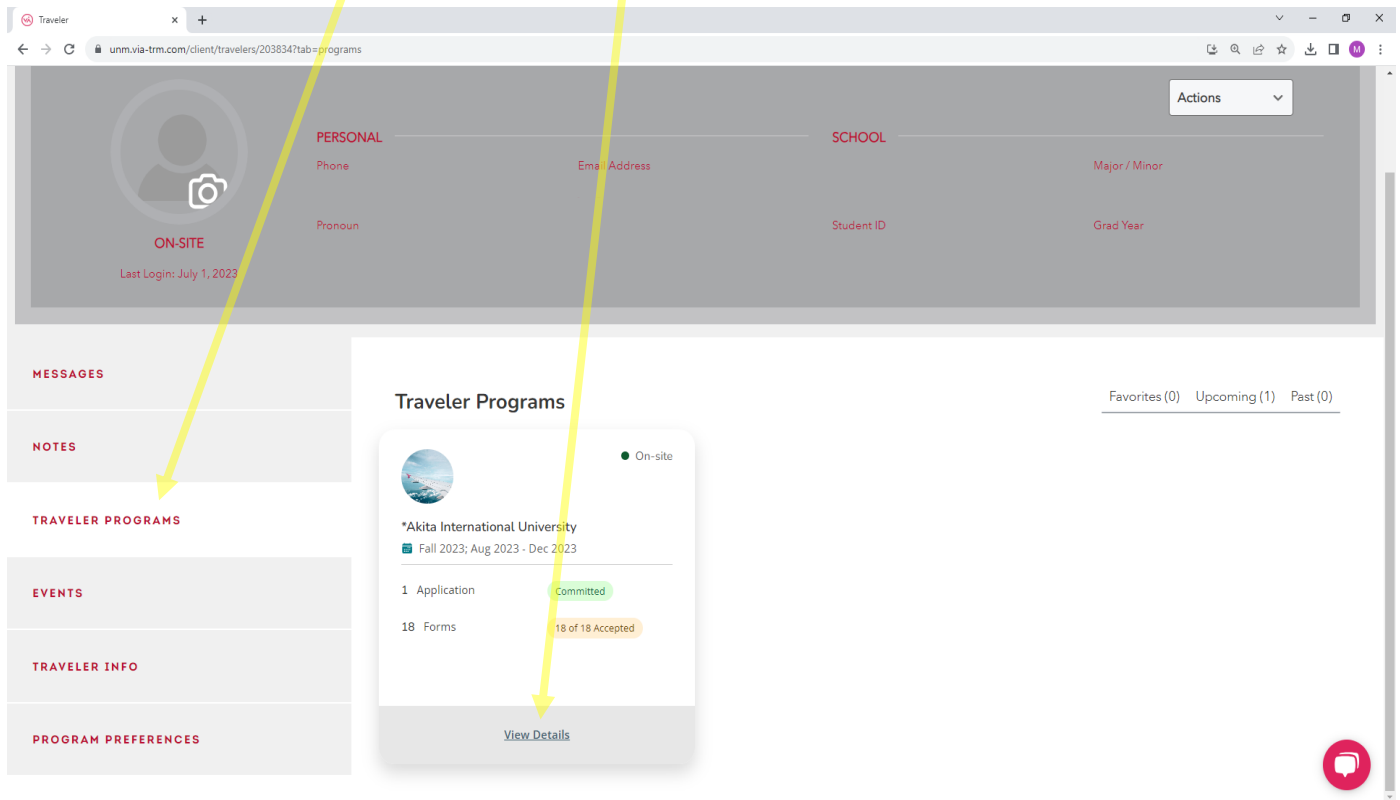
7. The row of filters has a lot of useful information about the students. The most important tabs for you are Application Status, Term Name, and Application Status.



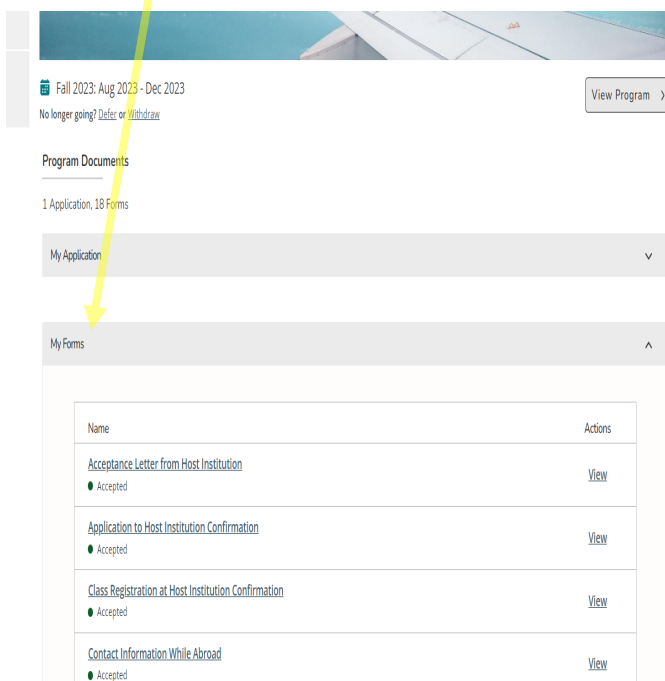
8. After searching for a student's name, the corresponding application should appear. To access the "Travelers" tab, a click on either the "Name" or "Email" will work. Similarly, clicking on the "Program Name" ought to open the brochure containing the program overview. A click on "Import Application Template" should initiate a new tab displaying the student's application.



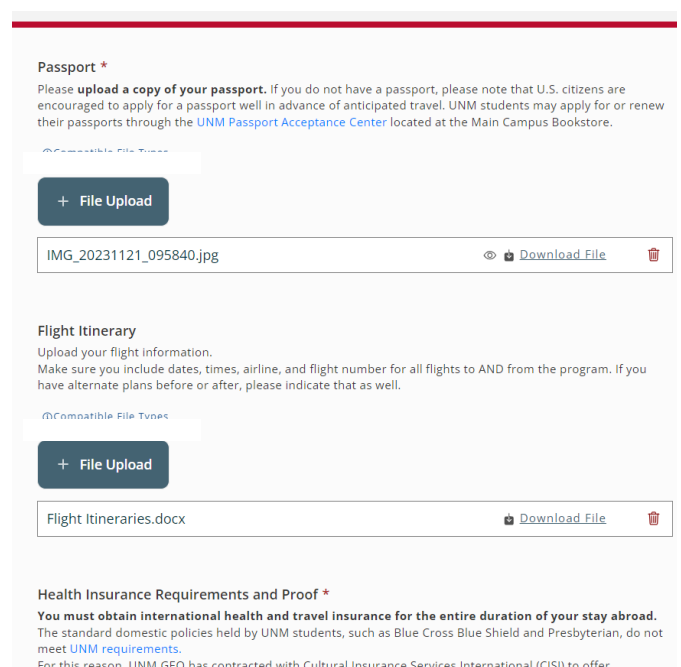
9.a. Within the 'Travelers Programs' tab, you'll find all programs for which students initiated applications. Clicking 'View Details' opens a new tab displaying the application and submitted forms, as seen in example 9.b. Some programs have forms filled within the application itself, visible by clicking on the application and scrolling down, as illustrated in example 9.c.



9.b. If using the GEO system for application and forms, all submitted documents can be viewed under the 'My Forms' tab, while the application itself is accessible through the 'My Applications' tab.



9.c. If no forms are found under the 'My Forms' tab, and the application is accepted, they will be located alongside the application form, accessible through the 'My Applications' tab.



10. Another useful tab is "Traveler Information". This tab has all of the student's basic information. For example: emergency contact, addresses, phone numbers, majors, GPA, etc.

The screenshot shows a web browser window with the URL `unm.via-tm.com/client/travelers/241478?tab=profile`. The page header includes a profile picture placeholder, the text "APPLYING", and "Last Login: October 26, 2023". Below the header is a navigation sidebar with the following items: MESSAGES, NOTES, TRAVELER PROGRAMS, EVENTS, TRAVELER INFO, and PROGRAM PREFERENCES. The main content area is titled "Traveler Information" and contains a list of expandable sections: Personal Information, Academic Information, Contact Information, Emergency Contact, Passport & Visa Status, and Custom Fields. A "Save" button is located in the top right corner of the main content area. A yellow arrow points from the text above to the "TRAVELER INFO" option in the sidebar.

If you're utilizing the system for only Health & Safety Materials, you can find the application forms by doing a right-click on the participant application template, and this will open a tab that should resemble the following:

Admin Review

unm.via-trm.com/client/form-review/706576

Home Travelers Events Programs Applications Forms Builder Reports

Back

Application Review Mode

Health & Safety Only Group-Led International Program App

Partnerships Along the Headwaters of the Americas- Ecuador

Winter Inter-Session 2023-2024: Dec 30, 2023 - Jan 14, 2024

Deadline: Dec 1, 2023 at 11:59pm MST

Current Status: Accepted

Remember to save your application as you work on it!
If you have any questions, please email studyabd@unm.edu.

First Name

85 Characters Remaining

Last Name

83 Characters Remaining

Email

73 Characters Remaining

ADMINISTRATIVE REVIEW Actions

Application Tags

Type to select tag

Internal Notes

Enter your internal notes here

+ add internal attachment

Internal Rating

★★★★★

Traveler Application Status

Accepted

In the 'Traveler Application Status' section, you can accept students. Initially listed as 'Pending' upon application, you can navigate to 'My Applications,' choose 'View,' scroll down, select 'Accepted' under 'Traveler Application Status,' and click 'Save.' An automatic email will be sent to inform the students of their official acceptance.

Review Mode

out to "Global Education Office".

Internal Rating

★★★★★

Traveler Application Status

Accepted

Save

Tab Descriptions:

Messages: If you wish to make an announcement, request documents, or contact a student for a specific reason, you can do so by clicking on the "Messages" option.

Traveler Programs: The 'Traveler Programs' tab is where you can access the application status of your students, as well as access the applications themselves if applicable.

The header section features a circular profile picture of a woman on the left. Below it, the text reads: **APPLYING, DEFERRED/WITHDRAWN/CLOSED** and *Last Login: November 27, 2023*. To the right, there are two main tabs: **PERSONAL** and **SCHOOL**. Under the **PERSONAL** tab, there are fields for **Phone** and **Email Address** (containing `sagutierrez@unm.edu`). Under the **SCHOOL** tab, there are fields for **Home Campus**, **Major/Minor**, **Student ID**, and **Grad Year**.

- MESSAGES
- NOTES
- TRAVELER PROGRAMS
- EVENTS
- TRAVELER INFO
- PROGRAM PREFERENCES

The message composition form includes a circular icon with a camera symbol on the left. It has a text input field for the **Subject Line**, a larger text area for the message body (containing the placeholder `New Message...`), and a **Send** button on the right.

The message list header displays **8 MESSAGES (7 NEW)**, **2 RECIPIENTS**, and a **MARK ALL AS READ** button with an envelope icon. A red speech bubble icon is visible on the far right.

Traveler Info: if you want student information, such as Banner ID number, major and minor information, GPA, year in school, addresses or phone numbers, that information is here.

Events: if the traveler has registered for or attended any events, that information is located here